



# **NMCI TRANSITIONED DMS-USER BRIEF**

Presented by:  
*DMS CONTROL CENTER*  
*Quantico, VA LCC*



# Why Do User's Need a Brief?

- DMS Releasers that get NMCI workstations will not have DMS loaded on their workstations.
- DMS has failed testing on according to NMCI
- But, DMS messages still need to be released. Therefore there is an interim solution

# DMS User Requirements

1. NMCI Workstation w/network access  
(contains a default installation of Outlook)
2. MasterKey Plus (Bolden James Directory)
3. USMTF/JMPS 2002\*

\*JMPS/USMTF/CMP all refer to the same program





# Approved Software

<u>RFS #</u>	<u>NAME</u>	<u>VER</u>
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*STATUS*

77932	MasterKey Plus	4.1.7
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*Approved*

10533	2002 USMTF	2002
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*Approved*

--For more info on the above software, you may visit the site below:

\*[http://www.quantico.usmc.mil/g6/nmci/passed\\_41904.htm](http://www.quantico.usmc.mil/g6/nmci/passed_41904.htm)

# Do I Have the Software



Users need to verify that they have

**JMPS 2002 (CMP 2002)**

**&**

**MasterKeyPlus**

*( How do Users do this?..... )*

\* JMPS/USMTF/CMP all refer to the same program

# Verifying That You Have MasterKeyPlus

My Computer  
(WDQUAN4...)

My Network Places

Recycle Bin

Internet Explorer

Microsoft Outlook

- Accessories
- ActivCard
- Bolden James Directory
- FormFlow 2.23 Filler
- Microsoft Office Tools
- Netscape Communicator
- Norton AntiVirus Corporate Edition
- QuickTime
- Real
- ScanSoft PaperPort 9.0
- Startup
- TRIM Context
- WinZip
- WRQ Reflection
- Acrobat Reader 5.0
- Executive Software Diskeeper
- Internet Explorer
- Microsoft Access
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Word
- PES Application
- Windows Media Player
- Adobe
- FED LOG
- PaperPort
- TextBridge Pro Millennium BE
- Xerox
- Xerox Centware
- Xerox Font Management Utility
- Acrobat Distiller 5.0
- Administrative Tools
- COE\_MP

- MasterKeyPlus
  - BJ Web Site
  - Configuration Client Help
  - Configuration Client
  - Getting Started
  - MasterKeyPlus Configuration Wizard
  - MasterKeyPlus Help
  - Release Note



**Start -> Programs ->  
Bolden James Directory ->  
MasterKeyPlus ->  
MasterKeyPlus  
Configuration Wizard**

Windows 2000 Professional



# Verifying That You Have JMPS/CMP

The screenshot shows a Windows 2000 Professional desktop with a blue background. On the left, the Start menu is open, displaying a list of programs. A red arrow points to the 'JMPS' entry in the 'COE\_MP' folder. The desktop also features icons for 'My Computer', 'My Network Places', 'Recycle Bin', 'Internet Explorer', and 'Microsoft Outlook'. In the background, a large white oval contains the text 'Enterprise Solutions Navy Marine Corps Intranet' with a globe graphic. The taskbar at the bottom shows the 'Start' button, a clock displaying '04:04', and open applications including 'Microsoft PowerPoint - [P...]'.

My Computer (WDQUAN4...)

My Network Places

Recycle Bin

Internet Explorer

Microsoft Outlook

Start

04:04

Microsoft PowerPoint - [P...]

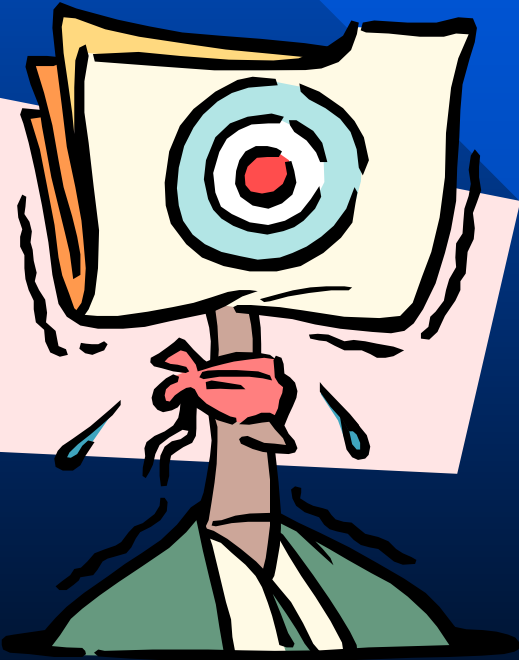
Enterprise Solutions  
Navy Marine Corps  
Intranet

Start ->  
Programs ->  
COE\_MP ->  
JMPS

# What If I Don't Have Them?

Contact Ms. Debbie Fischer

703-432-0359





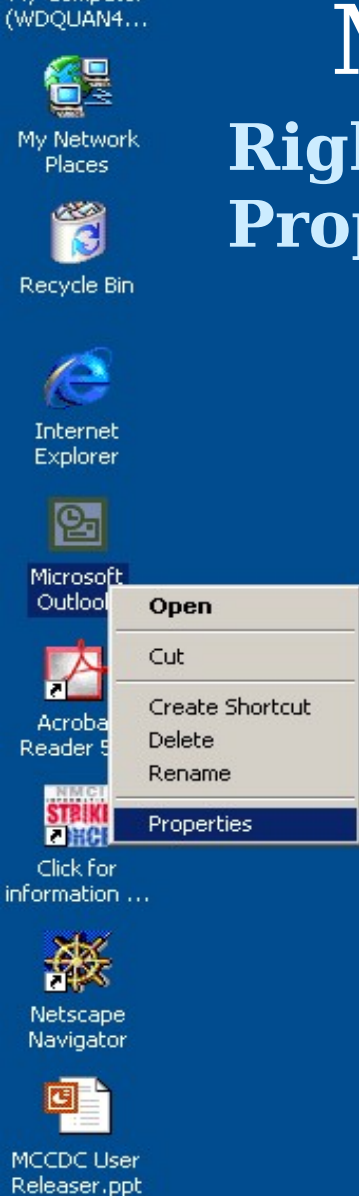
# Some Pre-Steps



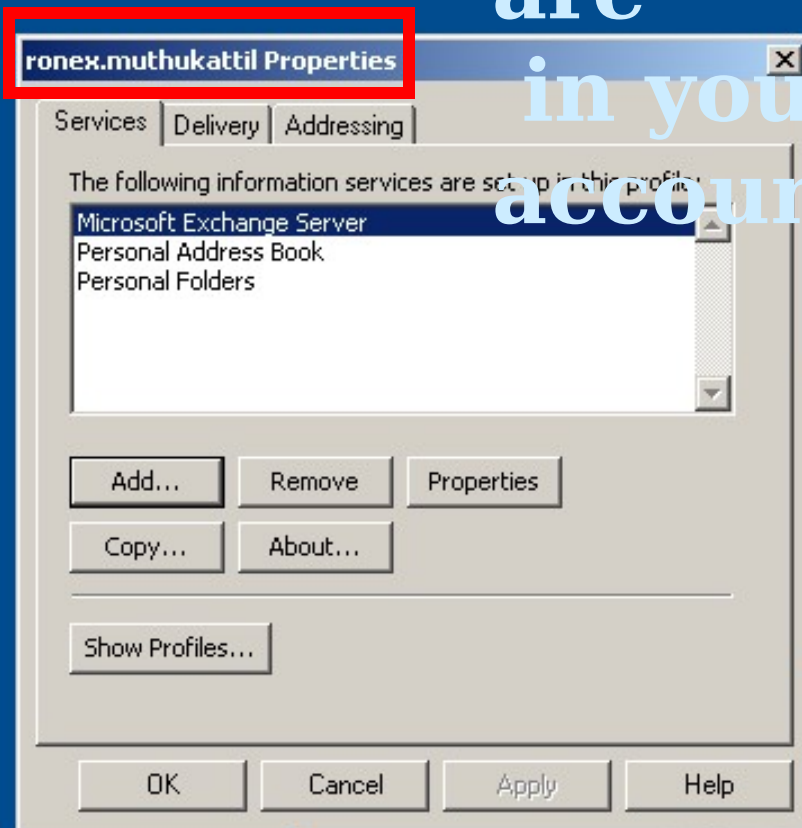
- Ensure you have JMPS and -
- Configure MK+ (Refer to Handout)
- No need to Configure JMPS

# MasterKeyPlus Configuration

**Right Click On Outlook Icon -> Select Properties**



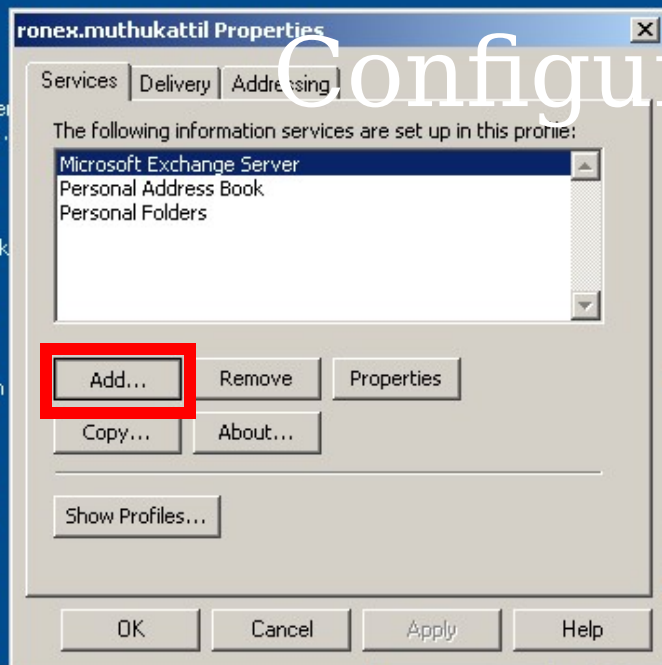
Check to see that you  
are  
in your NMCI email  
account



# MasterKeyPlus

## Configuration

Click the “Add”  
button

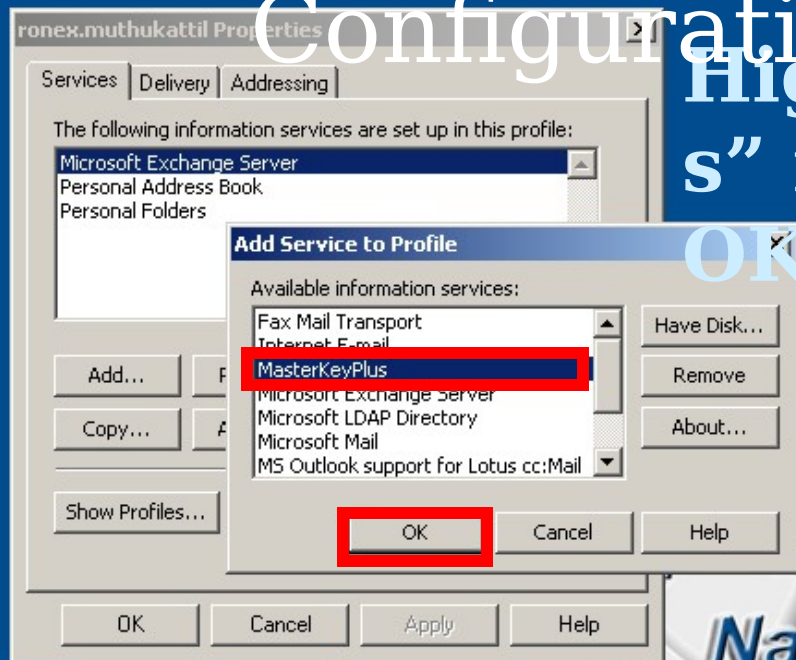


# MasterKeyPlus

## Configuration

Highlight "MasterKeyPlus" from the list and Click

OK



*Solutions*  
**Navy Marine Corps**  
*Intranet*



My Documents

My Computer (WDQUAN4...)

My Network Places

Recycle Bin

Internet Explorer

Microsoft Outlook

Acrobat Reader 5.0

Click For information ...

Netscape Navigator

MCCDC User Releaser .ppt

**MasterKeyPlus** [?] [X]

**Administration** | Address Database | Browser Setup

Connection | Searching | Properties

**MasterKey™ Plus** Specify the Directory's Connection and Bind details and supply a name for this service.

Service Display Name

The display name is used to distinguish the instance of MasterKeyPlus in your mail client.

MasterKeyPlus

Connection Details

Server Name: exchange

Port: 389

User Name:

Password:

Test Connection

Backup Connection

An optional backup should your main directory server be unavailable.

Configure...

OK Cancel Apply

Click on the  
“Administration”

solutions  
Marine Corps  
Intranet


**MasterKeyPlus** [?] [X]

Connection Administration    Searching Address Database    Properties Browser Setup

Configuration File Options

Save Configuration...    **Load Configuration...**

Configuration File Details

Location: 

Last Saved:  Created:

Title:  Revision:

Administrator:

Comments:

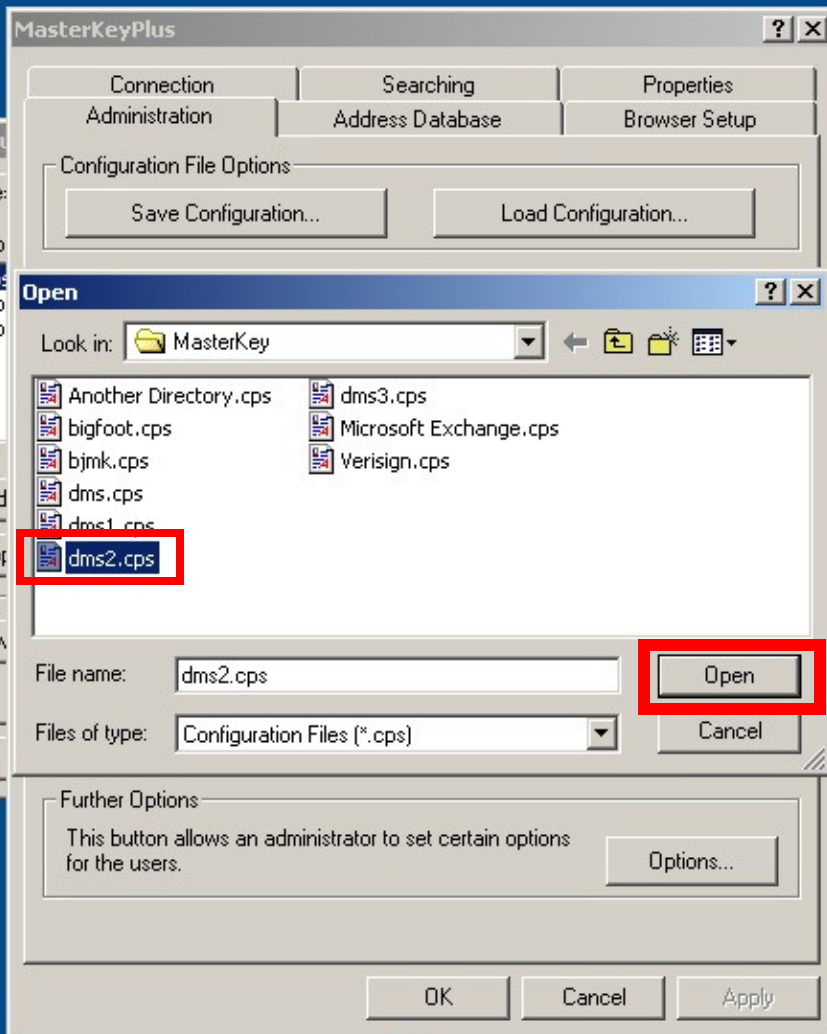
Further Options

This button allows an administrator to set certain options for the users.

Click “Load Configuration”

solutions  
Marine Corps  
Intranet





Select "dms2.cps"  
And Click "Open"

solutions  
Marine Corps  
Intranet

- My Documents
- My Computer (WDQUAN4...)
- My Network Places
- Recycle Bin
- Internet Explorer
- Microsoft Outlook
- Acrobat Reader 5.0
- Click for information ...
- Netscape Navigator
- MCCDC User Releaser .ppt

**MasterKeyPlus**

Connection Administration    Searching Address Database    Properties Browser Setup

Configuration File Options

Save Configuration...    Load Configuration...

Configuration File Details

Location: C:\Program Files\Baldon James\Messaging and Directory...\dms2.cps

Last Saved: 4/18/2002 6:24:54 PM    Created: 4/18/2002 6:24:54 PM

Title: x.500 MasterKeyPlus DMS Total    Revision: 1

Administrator:

Comments: 04/18/2002

Further Options

This button allows an administrator to set certain options for the users.

OK    Cancel    Apply

# Click "OK" at Prompt Window

**BJMKUI32**

Successfully Loaded New Configuration

OK

**MasterKeyPlus** [?] [X]

**Connection** | Searching | Properties  
Administration | Address Database | Browser Setup

Configuration File Options

Save Configuration... Load Configuration...

Configuration File Details

Location:  
C:\Program Files\Baldon James\Messaging and Directory...\dms2.cps

Last Saved: 4/18/2002 6:24:54 PM Created: 4/18/2002 6:24:54 PM

Title: x.500 MasterKeyPlus DMS Total Revision: 1

Administrator:

Comments:  
04/18/2002

Further Options  
This button allows an administrator to set certain options for the users. Options...

OK Cancel Apply

Click "Connection  
Tab

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Marine Corps  
Intranet

MasterKeyPlus

Administration Address Database Browser Setup  
Connection Searching Properties

**MasterKey™ Plus** Specify the Directory's Connection and Bind details and supply a name for this service.

Service Display Name  
The display name is used to distinguish the instance of MasterKeyPlus in your mail client.  
x.500 MasterKeyPlus DMS Total

Connection Details  
Server Name:  
**Primary DSA Server Name or IP Address**  
Port:  
389  
User Name:  
Password:  
Test Connection  
Backup Connection  
An optional backup should your main directory server be unavailable. Configure...  
OK Cancel Apply

Delete what's in  
the  
"Server Name"  
field  
And...

ise Solutions  
Navy Marine Corps  
Intranet

Click for  
information ...

Netscape  
Navigator

MCCDC User  
Releaser.ppt

**MasterKeyPlus** [?] [X]

Administration | Address Database | Browser Setup  
Connection | Searching | Properties

**MasterKey™ Plus** Specify the Directory's Connection and Bind details and supply a name for this service.

Service Display Name  
The display name is used to distinguish the instance of MasterKeyPlus in your mail client.  
x.500 MasterKeyPlus DMS Total

Connection Details

Server Name:  
**138.156.98.14**

Port:  
389

User Name:

Password:

Test Connection  
[Test]

Backup Connection  
An optional backup should your main directory server be unavailable. [Configure...]

[OK] [Cancel] [Apply]

# Replace with 138.156.98.14

ise Solutions  
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Intranet



**MasterKeyPlus** ? x

Administration | Address Database | Browser Setup  
Connection | Searching | Properties

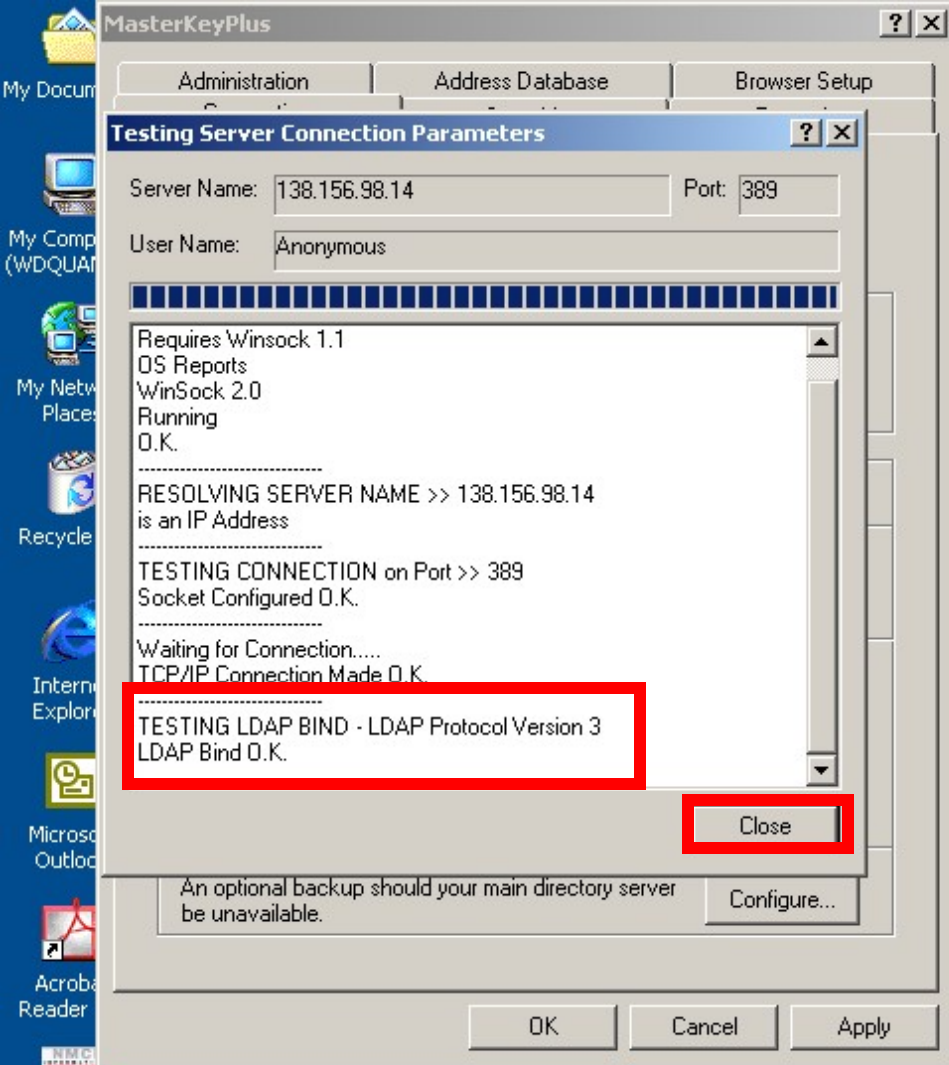
**MasterKey™ Plus** Specify the Directory's Connection and Bind details and supply a name for this service.

Service Display Name  
The display name is used to distinguish the instance of MasterKeyPlus in your mail client.  
x.500 MasterKeyPlus DMS Total

Connection Details  
Server Name:  
138.156.98.14  
Port:  
389  
User Name:  
Password:  
Backup Connection  
An optional backup should your main directory server be unavailable.

Click on the  
“Test  
Connection”  
Button

ise Solutions  
Navy Marine Corps  
Intranet

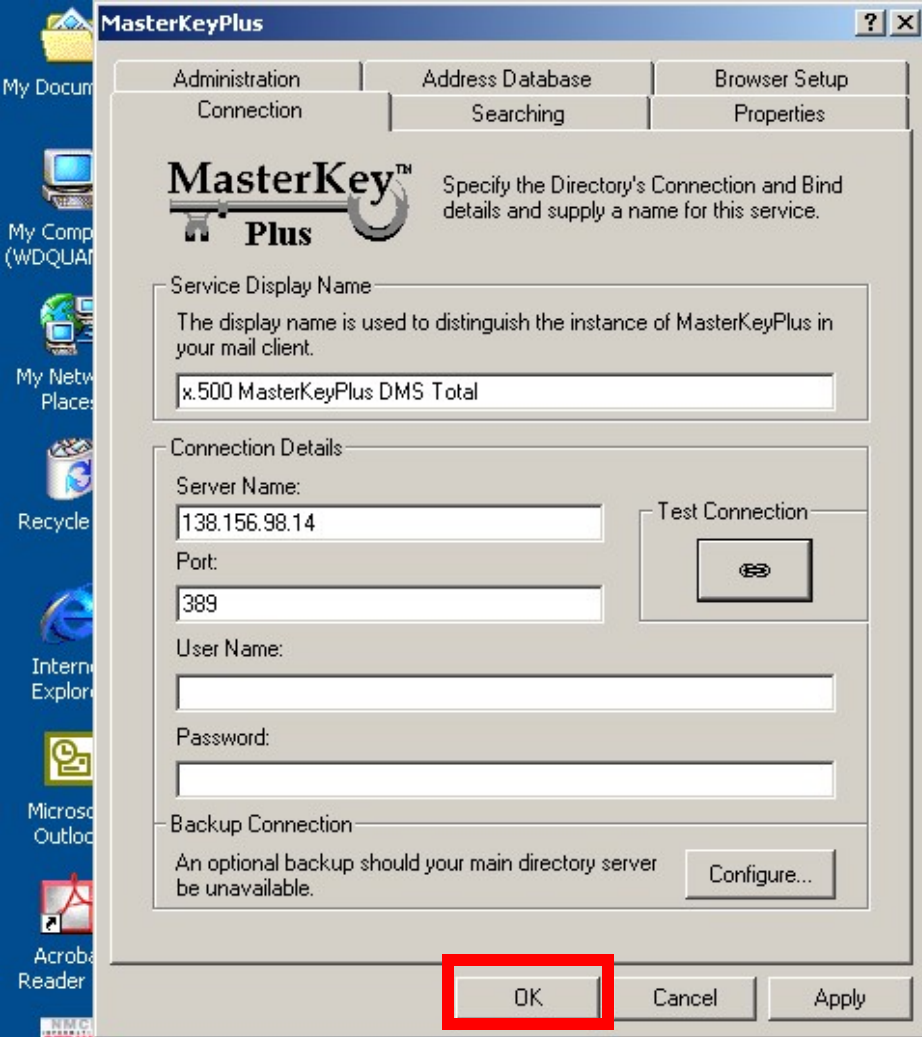


Look on last line.  
It should read  
“LDAP Bind O.K.”

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Navy Marine Corps  
Intranet

...Then click  
“Close”

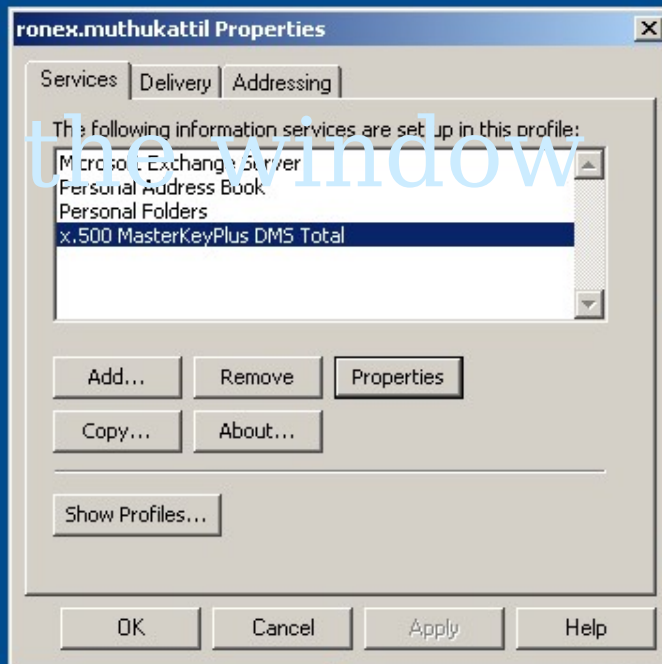




Click "OK"

ise Solutions  
Navy Marine Corps  
Intranet

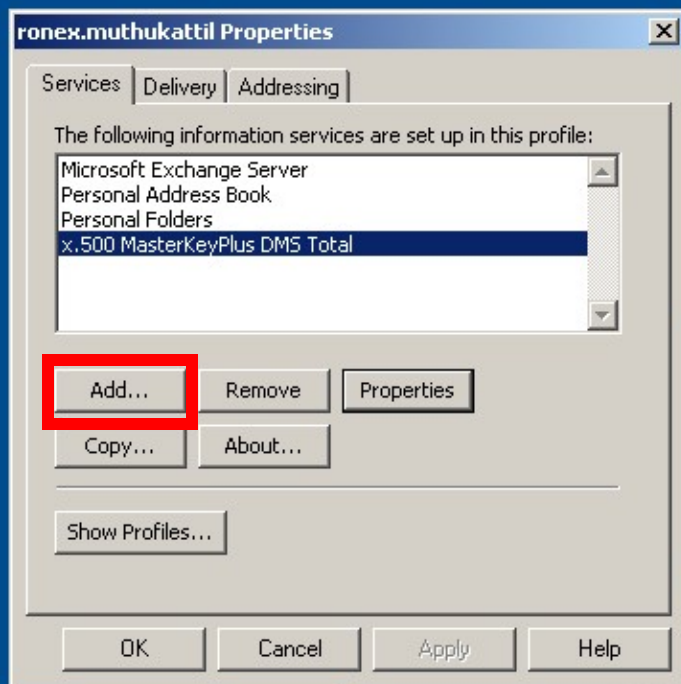
“x.500 MasterkeyPlus DMS Total”  
will appear in



Now, we are going to add  
the Outlook Address  
Book

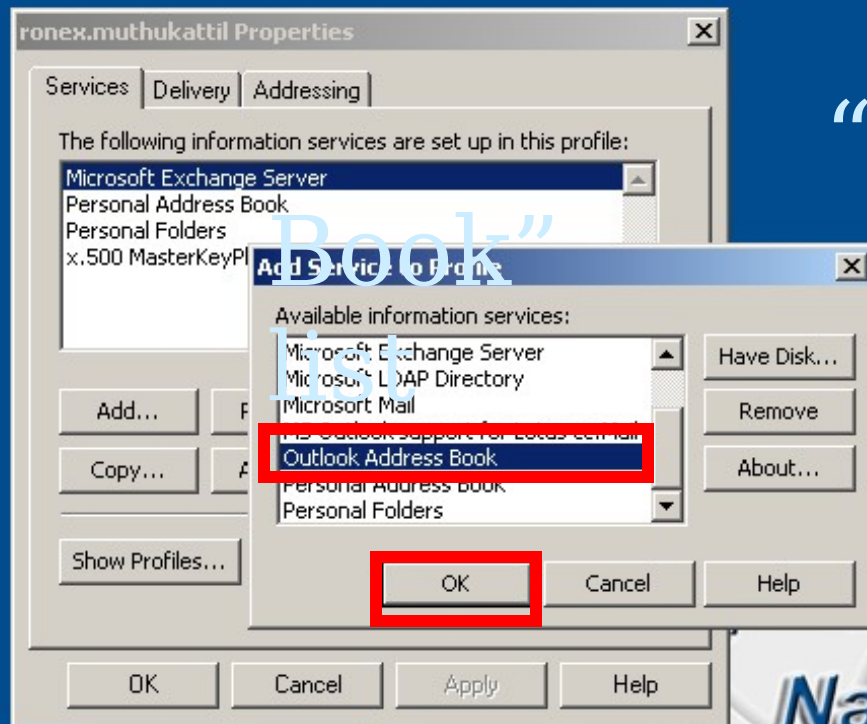
# Configuring Outlook Address Bo

Click “Add...”



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Navy Marine Corps  
Intranet

# Configuring Outlook Address Book Highlight “Outlook Address Book” from the



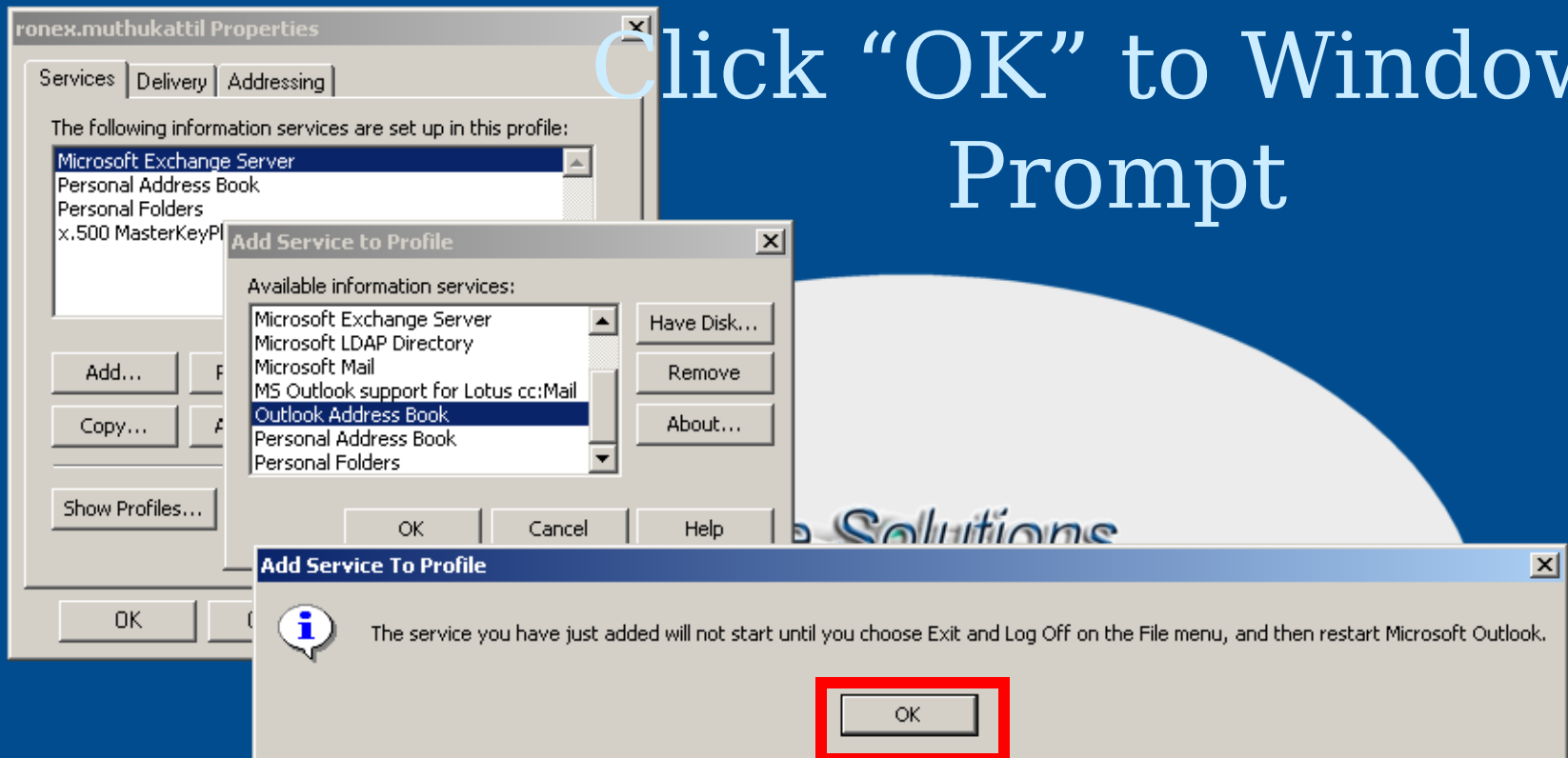
*Solutions*  
**Navy Marine Corps**  
**Intranet**

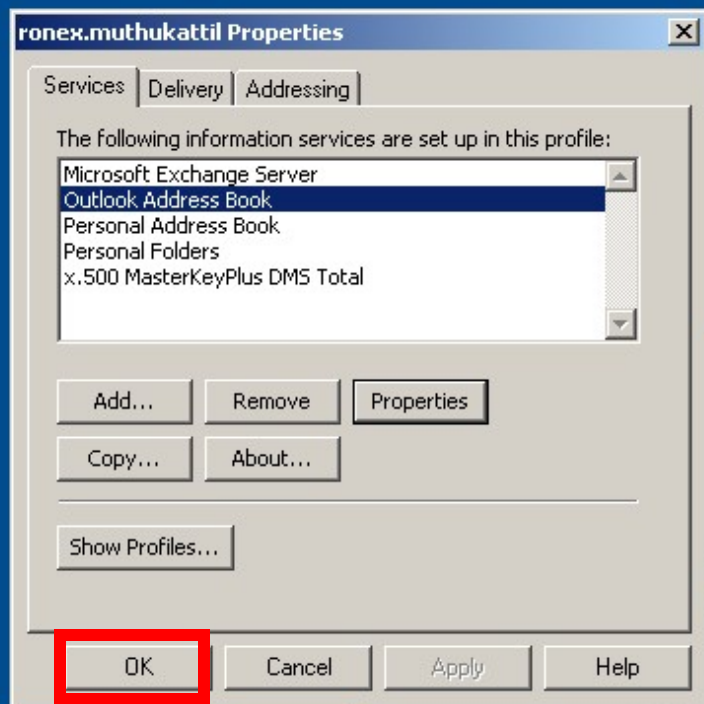
...And Click “OK”



# Configuring Outlook Address Bo

Click "OK" to Window Prompt





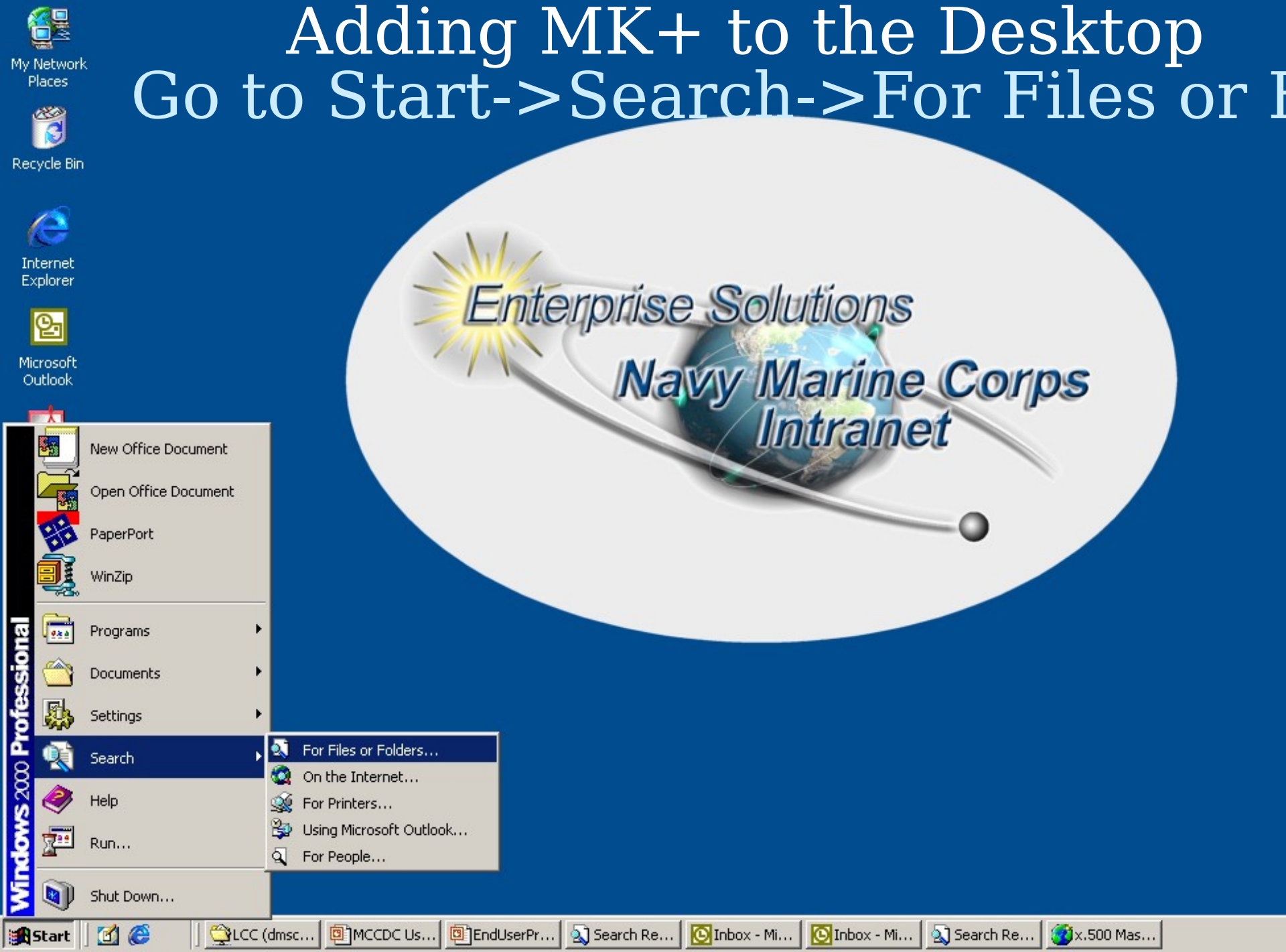
“Outlook Address Book”  
will appear on the list.  
Click “OK”



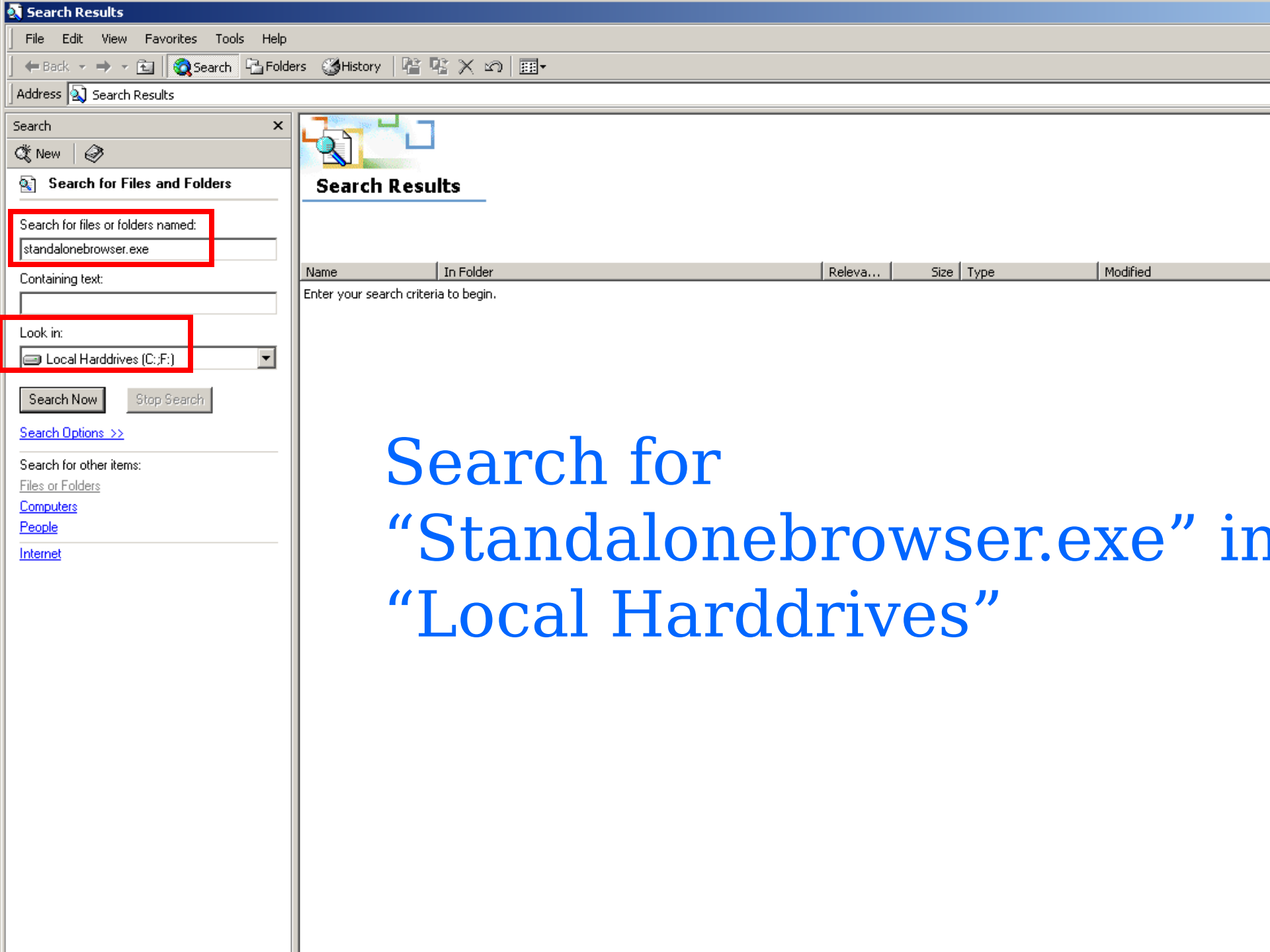
Next, we are going to find the Master  
shortcut and place it on the desktop

# Adding MK+ to the Desktop

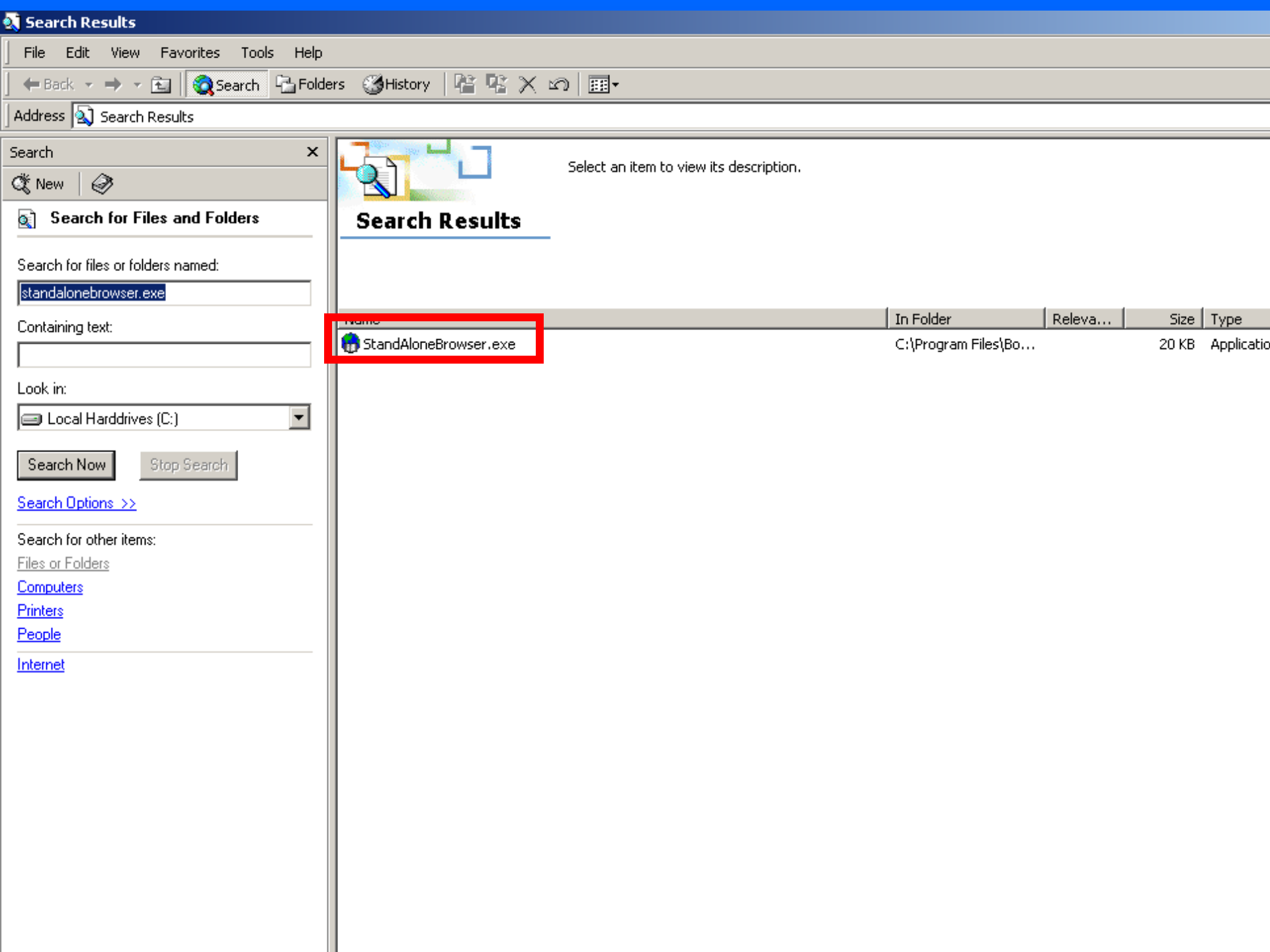
## Go to Start->Search->For Files or Folders...

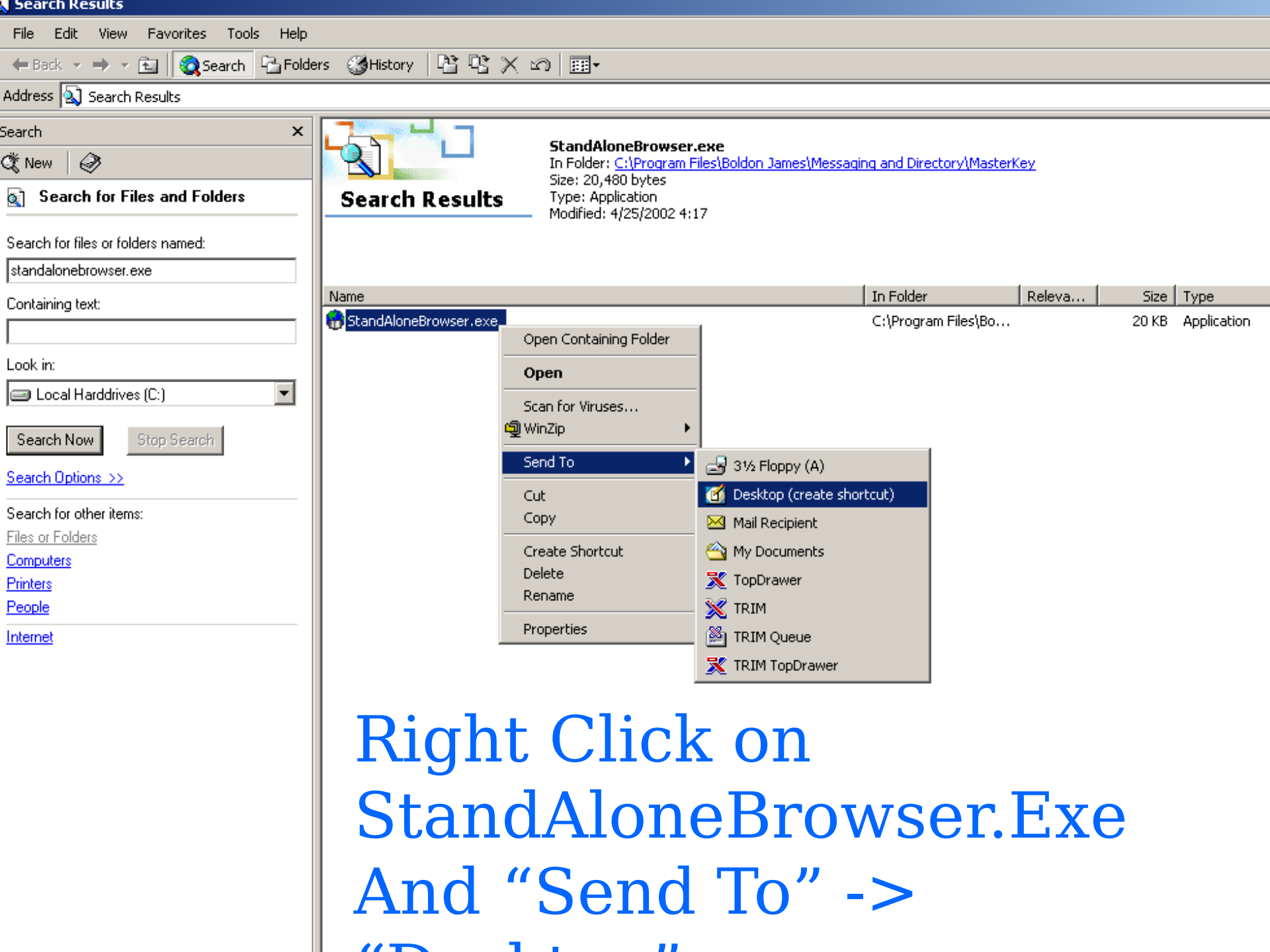






Search for  
“Standalonebrowser.exe” in  
“Local Harddrives”





Right Click on  
StandAloneBrowser.Exe  
And "Send To" ->  
"Desktop (create shortcut)"

My Documents

My Computer  
(WDQUAN4...

My Network  
Places

Recycle Bin

Internet  
Explorer

Microsoft  
Outlook

Acrobat  
Reader 5.0

Click for  
information ...

Netscape  
Navigator

MCCDC User  
Releaser .npt

Shortcut to  
StandAloneBro  
wser.exe

- Open
- Scan for Viruses...
- WinZip
- Send To
- Cut
- Copy
- Create Shortcut
- Delete
- Rename**
- Properties

# Find the Shortcut on your Desktop And Rename it "MasterKeyPlus"



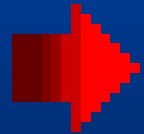
- My Documents
- My Computer (WDQUAN4...)
- My Network Places
- Recycle Bin
- Internet Explorer
- Microsoft Outlook
- Acrobat Reader 5.0
- Click for information ...
- Netscape Navigator
- MCCDC User



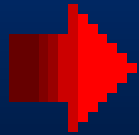
**Now you are ready to create  
messages!**



Have JMPS 2002



Have  
MasterKeyPlus



Configured MasterKeyPlus Succ



# Step 1: JMPS Drafting

User opens the JMPS utility to draft a message.







My Network Places



Recycle Bin



Internet Explorer



Microsoft Outlook



New Office Document



Open Office Document



PaperPort



WinZip



Programs



Documents



Settings



Search



Help



Run...

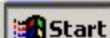


Shut Down...

- Accessories
- ActivCard
- Adobe
- Boldon James Directory
- COE\_MP
  - COE\_MP\_UI
  - JMPS
- FED LOG
- FormFlow 2.23 Filler
- Real
- ScanSoft PaperPort 9.0
- TRIM Context
- Xerox Centroware
- Xerox Font Management Utility
- Microsoft Excel
- Microsoft Word
- PES Application
- Windows Media Player



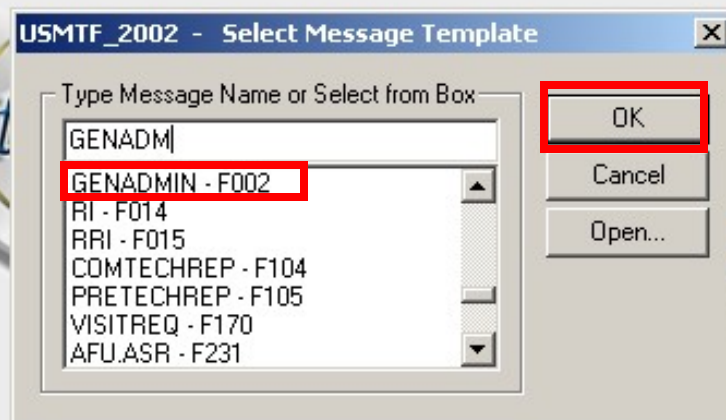
Windows 2000 Professional



040430\_1117 (D:)

Important

Microsoft PowerPoint - [P...]



F002 - GENADMIN UNCLAS USMTF\_2002 - JMPS

File Edit Verify View Move Config Tools Help

fld set cod ? #

EXER	/		//
OPER	/		//
MSGID	/	GENADMIN/-	//
SUBJ	/	-	//
REF	/		//
POC	/		//
AKNLDG	/		//
GENTEXT	/	REMARKS/-	//
DECL	/		//

Red Fields

Red Fields

In the JMPS Program, only the **Red Fields** are required to be filled in order to complete the DMS Mes. The yellow and green fields are optional and used for additional

# Example Message Drafted in JMPS

# Step 2: Add Drafted Message to Outlook

Insert the drafted message into Outlook via “*File->Mail*” in the JMPS Program





File Edit Verify View Move Config Tools Help



EXER	/		//
OPER	/		//
MSGID	/	GENADMIN/CG MCB QUANTICO VA G6/	//
SUBJ	/	-DMS PRESENTATION MESSAGE	//
REF	/		/
POC	/		/
AKNLDG	/		//
GENTEXT	/	REMARKS/THIS IS A SAMPLE DMS MESSAGE USED FOR THE NMCI TRANSIT	//
DECL	/		//

File Edit Verify View Move Config Tools Help

New... Ctrl+N  
Open Message File... Ctrl+O  
Save Ctrl+S  
Save As...

Mail...

Message Preview Ctrl+M

Print... Ctrl+P

Print Preview

Print Setup...

Exit



//

//

// G MCB QUANTICO VA G6/ //

// INTATION MESSAGE //

//

//
















// AKNLDG //

// GENTEXT // REMARKS/THIS IS A SAMPLE DMS MESSAGE USED FOR THE NMCI TRANSIT //

// DECL //

DMS PRESENTATION MESSAGE - Message (Rich Text)

File Edit View Insert Format Tools Actions Help

Send            Options...   JEP  From  Convert

Courier New 10 F

From...

To...

Cc...

Bcc...

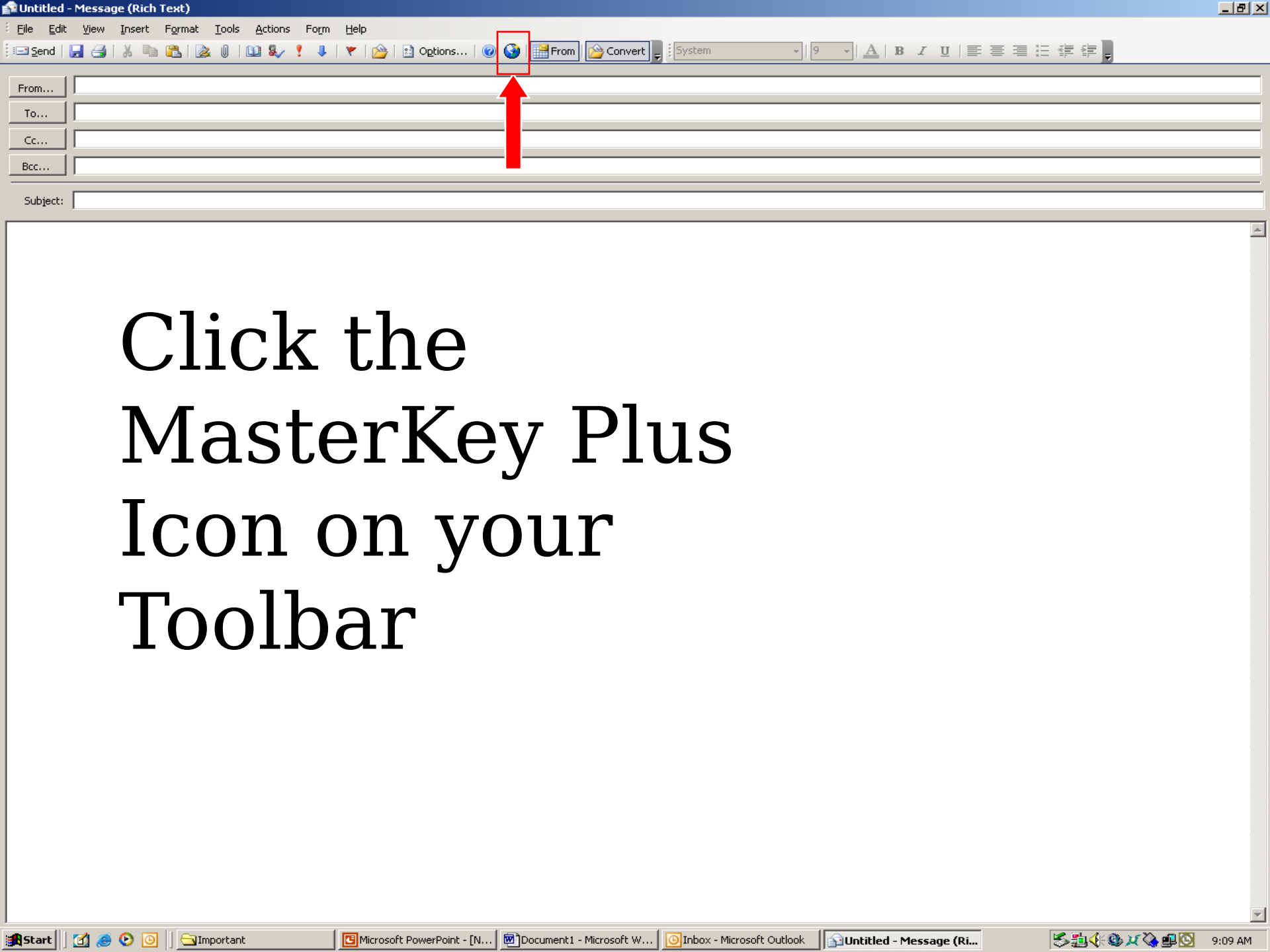
Subject: DMS PRESENTATION MESSAGE

MSGID/GENADMIN/CG MCB QUANTICO VA G6//  
SUBJ/DMS PRESENTATION MESSAGE//  
GENTEXT/REMARKS/THIS IS A SAMPLE DMS MESSAGE USED FOR THE NMCI  
TRANSITIONED DMS USER BRIEF.//

# Step 3: Adding Addresses to Messages

Open the MasterKey Plus program  
located on the toolbar at the top of  
your message







x.500 MasterKeyPlus DMS Total



+

U.S. Government  
U.S. National

x.500 MasterKeyPlus DMS Total

US  
+ U.S. Government  
+ U.S. National

American Red Cross  
Civil SBU PCA  
CIVIL SBU TRANS PCA  
Dept of Commerce  
Dept of Justice  
Dept of the Treasury  
Dept of Transportation  
DHS  
DoD  
DoD SBU PCA  
Environmental Protection Agency  
Federal Communications Commission  
NASA  
Nuclear Regulatory Commission  
ORHA  
S and U ICRLA  
SBU DoD 3.1 TRANS PCA  
U.S. PAA  
US Postal Service

**x.500 MasterKeyPlus DMS Total**

US

- U.S. Government
  - American Red Cross
  - Civil SBU PCA
  - CIVIL SBU TRANS PCA
  - Dept of Commerce
  - Dept of Justice
  - Dept of the Treasury
  - Dept of Transportation
  - DHS
  - DoD
  - DoD SBU PCA
  - Environmental Protection Agency
  - Federal Communications Commission
  - NASA
  - Nuclear Regulatory Commission
  - ORHA
  - S and U ICRLA
  - SBU DoD 3.1 TRANS PCA
  - U.S. PAA
  - US Postal Service
- U.S. National

Address Lists

- AF
- Army
- AUTODIN PLAs
- CCEB
- CENTCOM
- CERTAUTH1 EFGV
- CERTAUTH1-DOD EFGV
- CFC
- CIFA
- Contractor
- DARPA
- DCAA
- DCMA
- DFAS
- DIA
- DISA
- DLA
- DMS Components
- DODEA
- DSCA
- DTRA
- EUCOM
- Genser PLAs
- JCS
- JFCOM
- MDA
- Navy
- NGA
- NORAD
- NORTHCOM
- NRO
- NSA
- OSD
- PACOM
- PFFA
- SI PLAs
- SOCOM
- SOUTHCOM
- STRATCOM
- TRANSCOM
- UNC
- USCG
- USFK
- USMC
- WashHqsSvcs

46 entries.

x.500 MasterKeyPlus DMS Total



- + AF
- + Army
- + AUTODIN PLAs
- + CCEB
- + CENTCOM
- + CERTAUTH1 EFGV
- + CERTAUTH1-DOD EFGV
- + CFC
- + CIFA
- + Contractor
- + DARPA
- + DCAA
- + DCMA
- + DFAS
- + DIA
- + DISA
- + DLA
- + DMS Components
- + DODEA
- + DSCA
- + DTRA
- + EUCOM
- + Genser PLAs
- + JCS
- + JFCOM
- + MDA
- + Navy
- + NGA
- + NORAD
- + NORTHCOM
- + NRO
- + NSA
- + OSD
- + PACOM
- + PFFA
- + SI PLAs
- + SOCOM
- + SOUTHCOM
- + STRATCOM
- + TRANSCOM
- + UNC
- + USCG
- + USFK
- + **USMC**
- + WashHqsSvcs
- + DoD SBU PCA
- + Environmental Protection Agency
- + Federal Communications Commission
- + NASA
- + Nuclear Regulatory Commission
- + ORHA
- + S and U ICRLA
- + SBU DoD 3.1 TRANS PCA
- + U.S. PAA
- + US Postal Service
- + U.S. National

- Address Lists
- CERTAUTH0016A (U-LCC CAMP LEJEUNE NC)
- Organizations
- Task Force

x.500 MasterKeyPlus DMS Total

AF  
 Army  
 AUTODIN PLAs  
 CCEB  
 CENTCOM  
 CERTAUTH1 EFGV  
 CERTAUTH1-DOD EFGV  
 CFC  
 CIFA  
 Contractor  
 DARPA  
 DCAA  
 DCMA  
 DFAS  
 DIA  
 DISA  
 DLA  
 DMS Components  
 DODEA  
 DSCA  
 DTRA  
 EUCOM  
 Genser PLAs  
 JCS  
 JFCOM  
 MDA  
 Navy  
 NGA  
 NORAD  
 NORTHCOM  
 NRO  
 NSA  
 OSD  
 PACOM  
 PFFA  
 SI PLAs  
 SOCOM  
 SOUTHCOM  
 STRATCOM  
 TRANSCOM  
 UNC  
 USCG  
 USFK  
 USMC  
 Address Lists  
 CERTAUTH0016A (U-LCC CAMP LEJEUNE NC)  
 Organizations  
 Task Force  
 WashHqsSvcs  
 DoD SBU PCA  
 Environmental Protection Agency  
 Federal Communications Commission  
 NASA  
 Nuclear Regulatory Commission  
 ORHA  
 S and U ICRLA  
 S and U ICRLA

DMSCOC QUANTICO VA  
 HQMC WASHINGTON DC  
 MAGTF TRNGCOM 29 PALMS CA  
 MARFOREUR  
 MARFORLANT VA  
 MARFORPAC  
 MARFORRES  
 MARFORSOUTH  
 Marines Detached  
 MCAS BEAUFORT SC  
 MCAS CHERRY POINT NC  
 MCAS IWAKUNI JP  
 MCAS MIRAMAR CA  
 MCAS YUMA AZ  
 MCB CAMP BUTLER JP  
 MCB CAMP LEJEUNE NC  
 MCB CAMP PENDLETON CA  
 MCB QUANTICO VA  
 MCBH KANE OHE BAY HI  
 MCLB ALBANY GA  
 MCLB BARSTOW CA  
 MCRD PARRIS ISLAND SC  
 MCRD SAN DIEGO CA  
 Recruiting

24 entries.



x.500 MasterKeyPlus DMS Total

DMS Components

- DODEA
- DSCA
- DTRA
- EUCOM
- Genser PLAs
- JCS
- JFCOM
- MDA
- Navy
- NGA
- NORAD
- NORTHCOM
- NRO
- NSA
- OSD
- PACOM
- PFPA
- SI PLAs
- SOCOM
- SOUTHCOM
- STRATCOM
- TRANSCOM
- UNC
- USCG
- USFK
- USMC

Address Lists

- CERTAUTH0016A (U-LCC CAMP LEJEUNE NC)

Organizations

- DMSCOC QUANTICO VA
- HQMC WASHINGTON DC
- MAGTF TRNGCOM 29 PALMS CA
- MARFOREUR
- MARFORLANT VA
- MARFORNORTH
- MARFORPAC
- MARFORRES
- MARFORSOUTH
- Marines Detached
- MCAS BEAUFORT SC
- MCAS CHERRY POINT NC
- MCAS IWAKUNI JP
- MCAS MIRAMAR CA
- MCAS YUMA AZ
- MCB CAMP BUTLER JP
- MCB CAMP LEJEUNE NC
- MCB CAMP PENDLETON CA
- MCB QUANTICO VA
- MCBH KANEOHE BAY HI
- MCLB ALBANY GA
- MCLB BARSTOW CA
- MCRD PARRIS ISLAND SC
- MCRD SAN DIEGO CA

Recruiting

Task Force

WashHqsSvc

DoD SBU PCA

CBIRF

- CG MARCORSSYSCOM
- CLASSROOM USERS
- EDCOM PRES MCU
- HMX-1
- Local Distribution
- MCAF
- MCB
- MCCDC
- MCWL
- MSGBN
- Roles
- TECOM
- Tenant
- TRNGCOM

x.500 MasterKeyPlus DMS Total

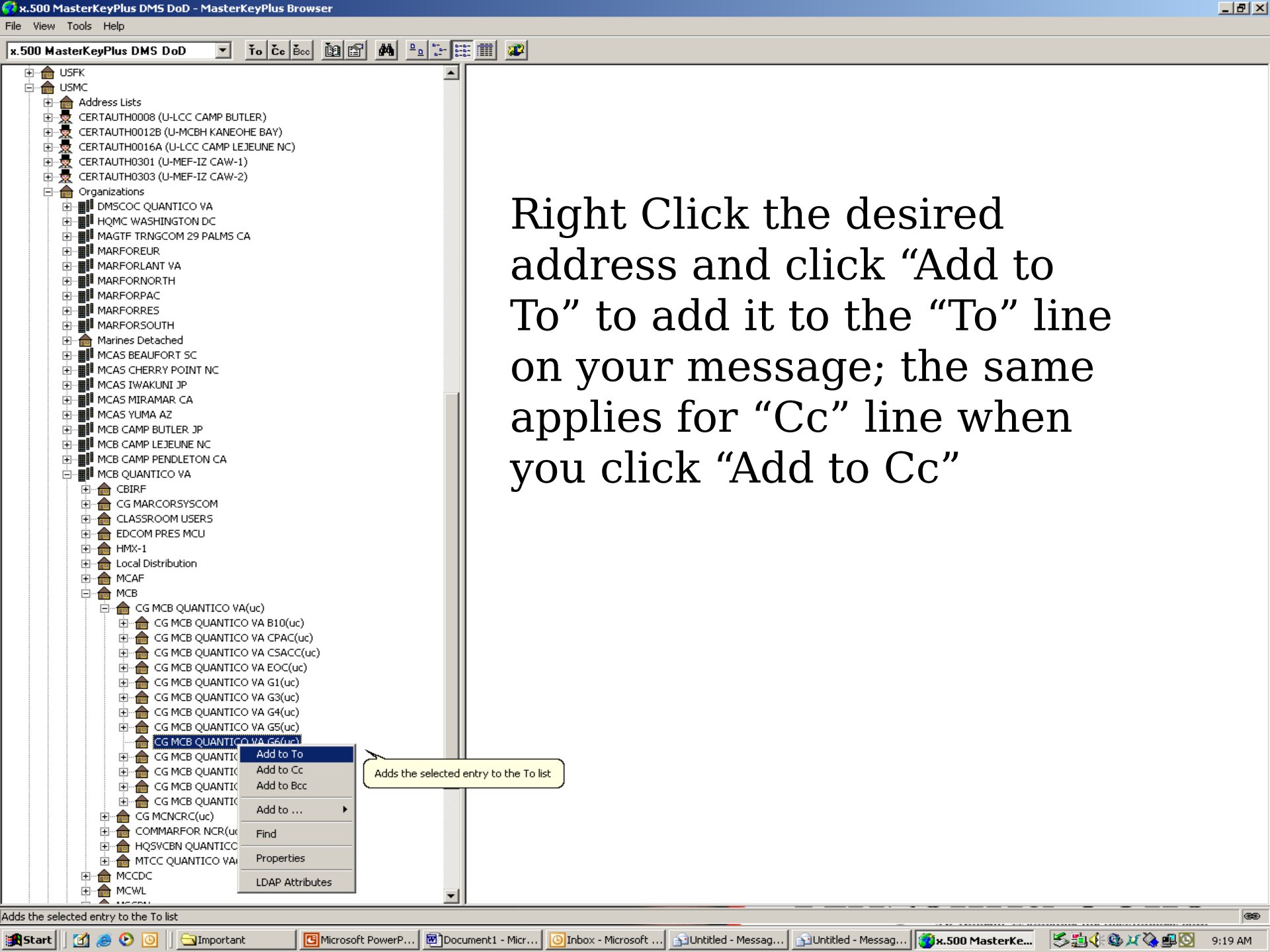
- NGA
- NORAD
- NORTHCOM
- NRO
- NSA
- OSD
- PACOM
- PFPFA
- SI PLAs
- SOCOM
- SOUTHCOM
- STRATCOM
- TRANSCOM
- UNC
- USCG
- USFK
- USMC
- Address Lists
- CERTAUTH0016A (U-LCC CAMP LEJEUNE NC)
- Organizations
  - DMSCOC QUANTICO VA
  - HQMC WASHINGTON DC
  - MAGTF TRNGCOM 29 PALMS CA
  - MARFOREUR
  - MARFORLANT VA
  - MARFORNORTH
  - MARFORPAC
  - MARFORRES
  - MARFORSOUTH
  - Marines Detached
  - MCAS BEAUFORT SC
  - MCAS CHERRY POINT NC
  - MCAS IWAKUNI JP
  - MCAS MIRAMAR CA
  - MCAS YUMA AZ
  - MCB CAMP BUTLER JP
  - MCB CAMP LEJEUNE NC
  - MCB CAMP PENDLETON CA
  - MCB QUANTICO VA
    - CBIRF
    - CG MARCORSYSCOM
    - CLASSROOM USERS
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    - HMX-1
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    - MCAF
    - MCB
    - MCCDC
    - MCWL
    - MSGBN
    - Roles
    - TECOM
    - Tenant
    - TRNGCOM
  - MCBH KANEOHE BAY HI
  - MCLB ALBANY GA
  - MCLB BARSTOW CA
  - MCRD PARRIS ISLAND SC

- CG MCB QUANTICO VA(uc)
- CG MCNCR(uc)
- COMMARFOR NCR(uc)
- HQSVCBN QUANTICO VA(uc)
- MTCC QUANTICO VA(uc)

**x.500 MasterKeyPlus DMS Total**

- NGA
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- NORTHCOM
- NRO
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- OSD
- PACOM
- PFPA
- SI PLAs
- SOCOM
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- STRATCOM
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  - MCAS MIRAMAR CA
  - MCAS YUMA AZ
  - MCB CAMP BUTLER JP
  - MCB CAMP LEJEUNE NC
  - MCB CAMP PENDLETON CA
  - MCB QUANTICO VA
    - CG MCB QUANTICO VA(uc)
    - CG MCNCR(C)(uc)
    - COMMARFOR NCR(uc)
    - HQSVCBN QUANTICO VA(uc)
    - MTCC QUANTICO VA(uc)
  - CBIRF
  - CG MARCORSYSCOM
  - CLASSROOM USERS
  - EDCOM PRES MCU
  - HMX-1
  - Local Distribution
  - MCAF
  - MCB
    - CG MCB QUANTICO VA(uc)
    - CG MCNCR(C)(uc)
    - COMMARFOR NCR(uc)
    - HQSVCBN QUANTICO VA(uc)
    - MTCC QUANTICO VA(uc)
  - MCCDC
  - MCWL
  - MSGBN
  - Roles
  - TECOM
  - Tenant

CG MCB QUANTICO VA B10(uc)  
CG MCB QUANTICO VA CDO(uc)  
CG MCB QUANTICO VA CPAC(uc)  
CG MCB QUANTICO VA CSACC(uc)  
CG MCB QUANTICO VA EOC(uc)  
CG MCB QUANTICO VA G1(uc)  
CG MCB QUANTICO VA G3(uc)  
CG MCB QUANTICO VA G4(uc)  
CG MCB QUANTICO VA G5(uc)  
CG MCB QUANTICO VA G6(uc)  
CG MCB QUANTICO VA RSU(uc)  
CG MCB QUANTICO VA SAFETY(uc)  
CG MCB QUANTICO VA SECBN(uc)  
CG MCB QUANTICO VA SECMGR(uc)

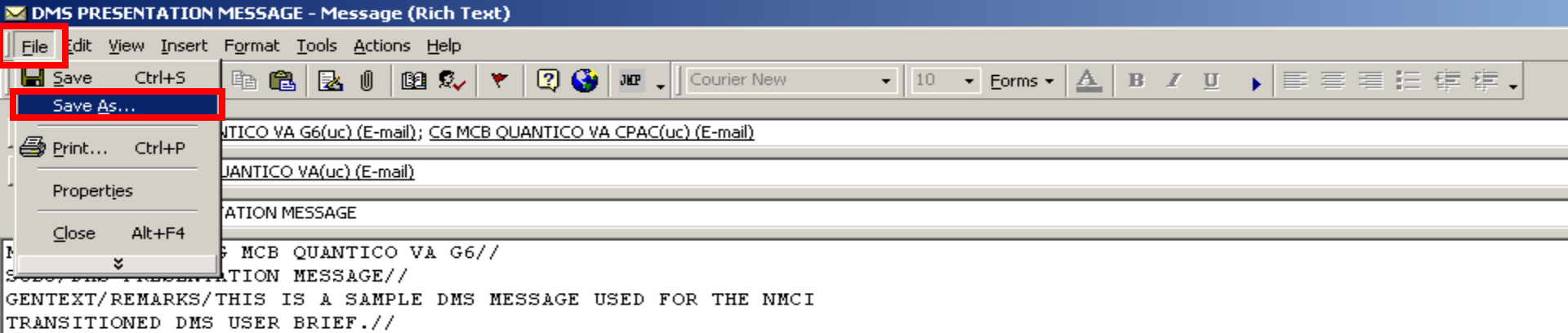


Right Click the desired address and click “Add to To” to add it to the “To” line on your message; the same applies for “Cc” line when you click “Add to Cc”

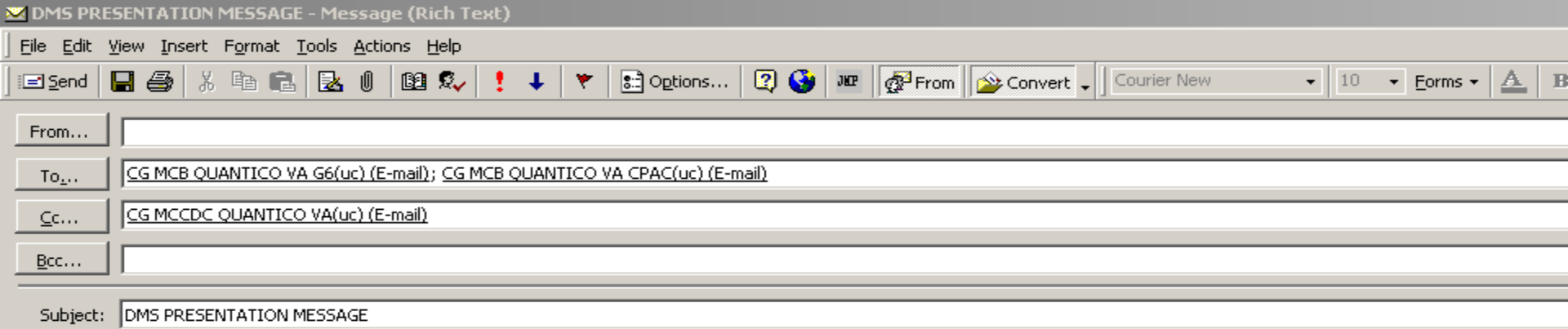
## Step 4: Saving Message

Goto “*File->Save As*” and save your message as an Outlook Template

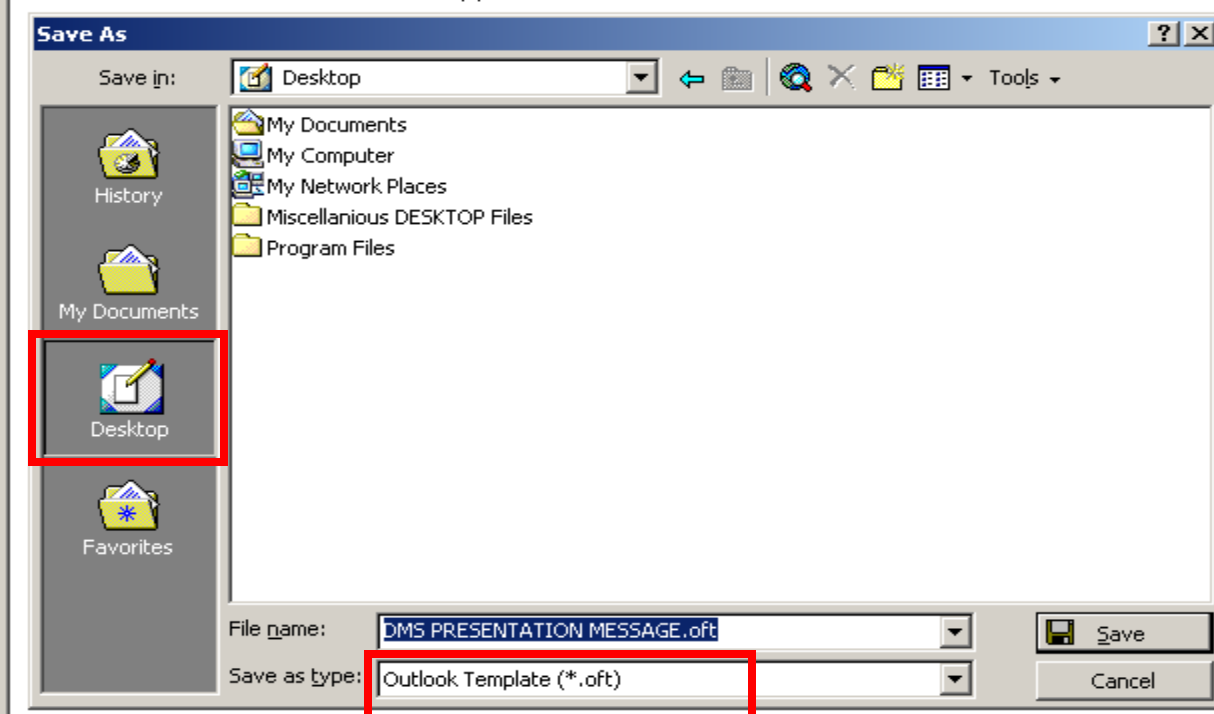




Go to “File” -> “Save As...”



```
MSGID/GENADMIN/CG MCB QUANTICO VA G6//
SUBJ/DMS PRESENTATION MESSAGE//
GENTEXT/REMARKS/THIS IS A SAMPLE DMS MESSAGE USED FOR THE NMCI
TRANSITIONED DMS USER BRIEF.//
```

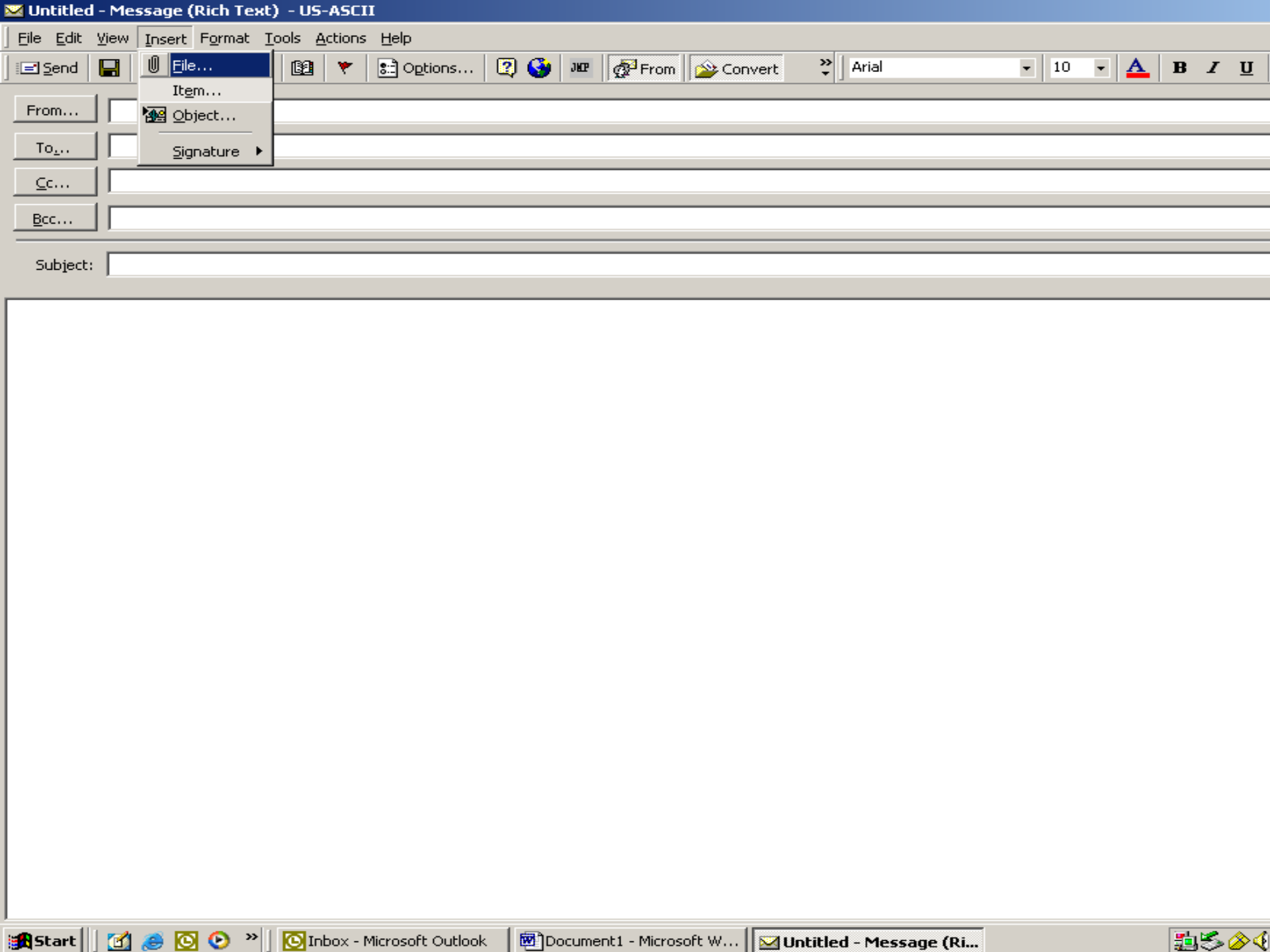


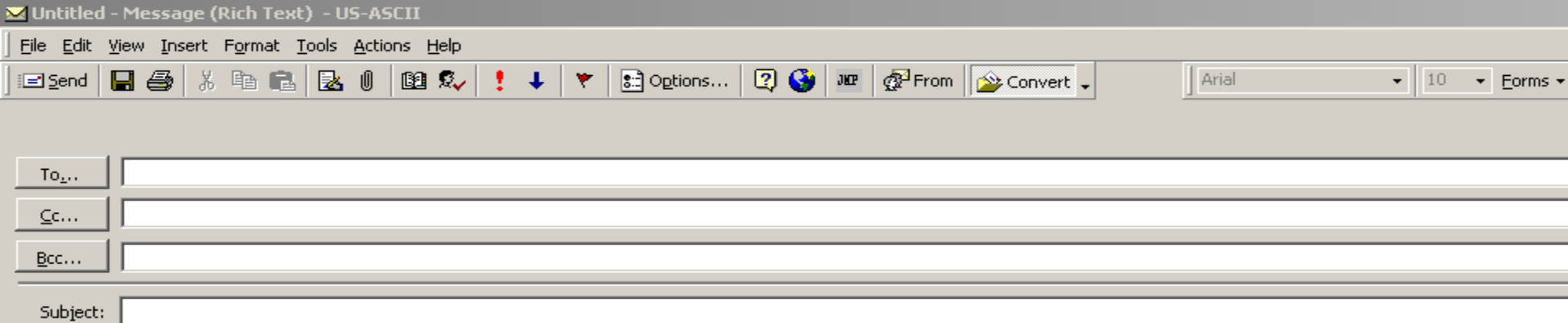
# Step 5: Prepping Message to send to the DMS Control Center

Open up a new Outlook message

Insert the Outlook Template (.oft)  
file from your desktop into the  
new message as an attachment







Highlight the .oft file and click "Insert"

To...

Cc...

Bcc...

Subject:



DMS

ENTATION MESSAGE

## Insert some additional information

### **To:**

*dmsmessagerelease@dms.quantico.usmc.mil*

### **Subject line: (MUST MATCH EXACTLY)**

*MCCDC, MCB, TECOM, MSTP, HMX-1,  
MSGBN, MCWL, or MCSC*

### **Body:**

- Precedence (Routine, Priority, Immediate)*
- MasterKey Plus Name of your Office (DN)*
- Releaser name, phone #s*





To... dmsmessagerelease@dms.quantico.usmc.mil

Cc...

Bcc...

Subject: MCB

Routine  
CG MCB QUANTICO VA G1(uc) <---Type your command name exactly as your command name would appear on MasterKeyPlus  
Mr. Thompson, Jeff  
DSN 278-0001, Cell# 703-784-0002



DMS

ENTATION MESSAGE

Click Send on the message and the  
DMS Control Center will process  
it






















# How does the DMSCC Process a Message?

1. We open the .oft template that was attached to the message, which gives us the following screen.....



DMS PRESENTATION MESSAGE - Message (Rich Text)

File Edit View Insert Format Tools Actions Help

Send             JWP Courier New 10 Forms  **B** *I* U      

To... CG MCB QUANTICO VA G6(uc) (E-mail); CG MCB QUANTICO VA CPAC(uc) (E-mail)

Cc... CG MCCDC QUANTICO VA(uc) (E-mail)

Subject: DMS PRESENTATION MESSAGE

MSGID/GENADMIN/CG MCB QUANTICO VA G6//  
SUBJ/DMS PRESENTATION MESSAGE//  
GENTEXT/REMARKS/THIS IS A SAMPLE DMS MESSAGE USED FOR THE NMCI  
TRANSITIONED DMS USER BRIEF.//

# How does the DMSCC Process a Message?

3. We click the “Convert Button”, which adds DMS extensions to the message
4. We sign and encrypt the message (Fortezza Card)
5. We click “*Send*” on the message  
(Note: If you wish to acquire a DTG, be sure to Cc your command so that your command receives a copy of the message)



# Questions?/Contact Info



3250 Lejeune Hall, Rm.  
#016

COMM: 703-784-2111

DSN: 278-2111

Fax: 703-784-2001